



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
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DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

August 31, 2007

GENERAL LETTER NO. 9-B-12

ISSUED BY: Bureau of Collections, Division of Child Support, Case Management and Refugee Services

SUBJECT: Employees' Manual, Title 9, Chapter B, **GENERAL COMPUTER INFORMATION AND ICAR SECURITY**, page 92, revised.

Summary

This chapter lists information regarding computer security and other general information about the child support computer system. Changes to this chapter include a change to the number designated to the Foster Care Recovery Unit and the region number of the Creston and Des Moines Child Support Recovery Units.

Effective Date

Immediately.

Material Superseded

Remove from Employees' Manual, Title 9, Chapter B, page 92, dated April 20, 2004, and destroy it.

Additional Information

Refer questions about this general letter to your regional collections administrator.

Office	District ID	Region ID
Burlington	16	03
Clinton	23	03
Carroll	12	01
Creston	14	04
Cedar Rapids	10	03
Council Bluffs	13	01
Davenport	09	03
Decorah	01	02
Des Moines	11	04
Dubuque	08	03
Ft. Dodge	05	01
FCRU	98	04
Linn County	57	03
Marshalltown	06	02
Mason City	02	01
Ottumwa	15	02
Spencer	03	01
Sioux City	04	01
Waterloo	07	02

- ◆ **REFERRAL DISTRICT CODE:** The four-digit combination of the worker's district and region number.

- ◆ **LOGON USER ID:** The worker's DHSpassport icon brings up the NES user ID screen. This consists of "DSSXXXX."

The first three characters (DSS) identify you as a DHS employee. The fourth character currently is a letter and the remaining three characters are numeric. (Some very old mainframe user IDs contain four letters.)

Note: All child support staff receive a mainframe user ID of DSSXXXX unless the supervisor specifically requests a TSO user ID, which is used by other computer development staff.

- ◆ **LOGON PRINTER ID:** The designated identification code that represents the worker's local mainframe printer.